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NRO review(s) completed.

16 APR 1964

S. O. P.

FORECAST OF (S)NRO AIR AND SATELLITE ACTIVITIES

- I. This S.O.P. covers the procedures for preparation and submission of the Forecast of (S)NRO Air and Satellite Activities
- II. The responsibility for the compilation and preparation of this report lies with SAFSS-6, (S)NRO Staff. The report will be prepared and submitted in accordance with the procedures outlined in this S.O.P.
- III. Basic Data
  - A. Report Title: Forecast of (S)NRO Air and Satellite Activities
  - B. When Submitted: Monthly, prior to the last Thursday of each calendar month.
  - C. Submitted By: Director, (S)National Reconnaissance Office.
  - D. Submitted To:
    1. Special Assistant to the President for National Security Affairs.
    2. Deputy Under Secretary of State for Political Affairs.
    3. Deputy Secretary of Defense.
  - E. Period Covered: One calendar month from the first of the month following the date of preparation.
  - F. Format: See Annex A.
- IV. Detailed Procedure
  - A. The Director (S)NRO Program B, will submit to the Director, (S)NRO Staff, a Forecast of CIA Air Activities for each reporting period. This report will be sent by message to SAFSS-6, and is due in that office not later than the Thursday preceding the last Thursday of each month.

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- B. The JRC will submit to the Director, (S)NRO Staff, a forecast of their scheduled overflight missions for the succeeding month. This report will be sent in writing to SAFSS-6 and is due in that office not later than the Thursday preceding the last Thursday of each month. These will then be added to the Forecast of CIA Air Activities to make the Forecast of (S)NRO Air Activities which will be Attachment #1 of the basic report.
  - C. The Forecast of (S)NRO Satellite Activities will be prepared by SAFSS-6 as Attachment #2 of the basic report.
  - D. SAFSS-6 will consolidate the basic report and submit one copy to the Director, (S)NRO Staff, for review and approval. This copy will then be hand-carried to the Director, (S)NRO, for signature. After signature eight Xerox copies will be made and distributed in accordance with Annex B, Distribution.
- V. Action officers, alternates and telephone numbers for each office concerned are listed in Annex C.
- VI. This S.O.P. will be effective from date of signature.

JOHN L. MARTIN, JR.  
Brigadier General, USAF  
Director, (S)NRO Staff

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